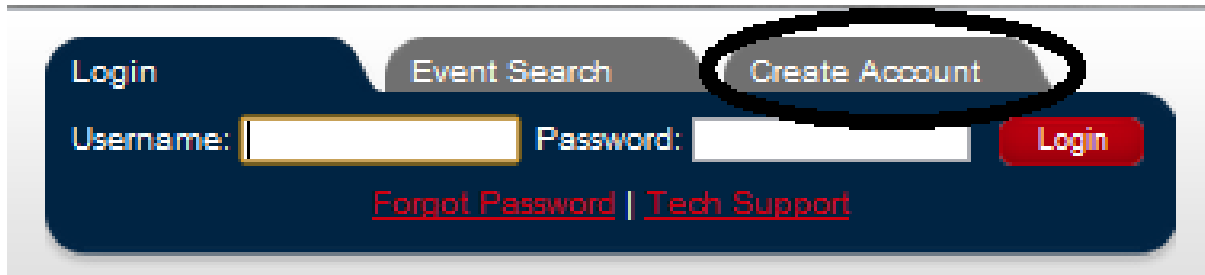


AES Club and Team Registration Instructions:

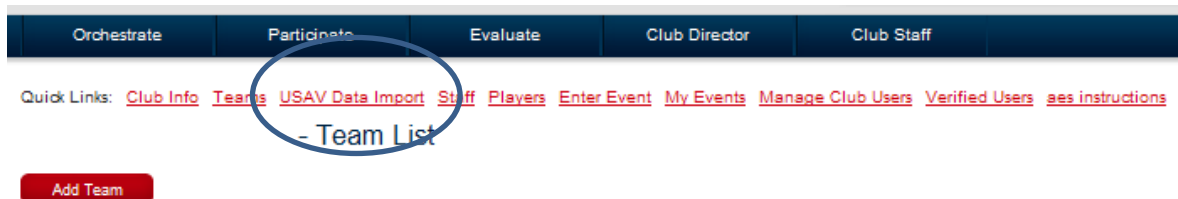
In an effort to reduce frustration while registering a club and teams for Advanced Event Systems, We have put together this easy to follow instruction list. Don't be frightened by the number of steps, the process is actually very easy and the system basically walks you through the process.

Registration Instructions:

1. Go to <https://www.advancedeventsystems.com/Public/CreateAccount.aspx>
2. Click the "Creat Account" button towards the top of the page:



3. Click "Create Club Director"
4. Fill out all required information, obtain information from Iowa Region if needed.
5. Click "Create Club Account" button after all information is filled out completely.
6. At the top of the page, click the "USAV Data Import" link:



7. Enter your USAV Webpoint Login information
 - a. This is the information you use to obtain rosters through the Iowa Region Online System
8. Assuming all information for your players is correct in webpoint, this will import all information and eliminate the time to enter all players individually.
9. Click "Teams" on the top menu
10. Click the "Add Team" button above the team list
11. Enter all team information needed and click "Update"
12. Repeat for all teams needed to create.